

PERFORMANCE REQUIREMENTS DOCUMENT
FOR
MUSEUM
FORT SAM HOUSTON, TEXAS
20 MARCH 2002

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C-1.1. Introduction

The Performance Requirements Document (PRD) is the focal point of the A-76 Commercial Activities Study, providing the Government and prospective commercial Service Providers with a comprehensive description of the services to be performed. This document contains all information available at the time of publication relating to administrative responsibilities, technical responsibilities, performance requirements, and workload estimates. Because this Commercial Activities Study involves competition between both the Government and commercial contractors, the term “Service Provider” (SP) is used throughout this document to simultaneously identify both parties, and to eliminate confusion in the event other non-competing Government involvement is indicated in the performance of work. The goal of this PRD and the resulting contract is to obtain efficient, cost-effective Museum services for activities on Fort Sam Houston (FSH) and other activities as defined in appropriate support agreements listed in Technical Exhibit 3 Museum Support and all other military and non-military visitors.

C-1.2. Ft. Sam Houston History and Mission

Fort Sam Houston provides facilities and support to the activities of garrison units and tenant organizations. Major tenants at Fort Sam Houston are the Headquarters, U.S. Army Medical Command, the U.S. Army Medical Department Center and School, Brooke Army Medical Center and Great Plains Regional Medical Command, and Headquarters, Fifth U.S. Army. The post also supports thousands of Army Reserve and National Guard soldiers who train here year round.

C-1.2.1. HISTORY

The Army first came to San Antonio in 1845 and occupied rented facilities, including the Alamo. Between 1870-1875, the Army acquired 92 acres of land through donation from the City of San Antonio and began to move its facilities and activities out of the city and onto the donated land. Over the years, additional land was acquired to accommodate the expansion of activities on the post. In 1890, the post was designated “Fort Sam Houston”. Soldiers from Fort Sam have participated in every American war since 1845 and have deployed worldwide in support of post-Cold War contingency operations. Despite a great deal of expansion and modernization, growth and change, this historic post retains the essence of its past through the careful preservation of its historical buildings. On these historic grounds, today’s soldiers share a common tradition of excellence with several generations of soldiers who have served here in the past. More information can be obtained via the Internet at <http://www.cs.amedd.army.mil/>

C-1.2.2. MISSION

To support the implementation of the Fort Sam Houston Mission, the Museum Office operates the Fort Sam Houston Museum as an installation museum, depicting the history of Fort Sam Houston from 1845 to the present, including the development of the installation, units and distinguished soldiers associated with the post and significant events, which involved the installation.

C-1.3. General Service Provider Information

C-1.3.1. Service Provider Personnel

C-1.3.1.1. Project Manager and Key Personnel

- C-1.3.1.1.1. The Service Provider shall designate one of its on-site employees as the Project Manager. The Service Provider performing project management services shall be responsible for the performance of the work under this contract and shall have full authority to manage and direct the efforts of the Service Provider's workforce and represent and make decisions for the Service Provider on issues pertinent to the contract. To provide for effective communications, these officials shall speak, write, read and understand English fluently.
- C-1.3.1.1.2. The Project Manager shall be the point of contact for contractual or administrative questions or difficulties, communications, and technical direction between the Government and the Service Provider. The Contracting Officer (KO), or authorized representatives, shall be the Service Provider's points of contact in the Government.
- C-1.3.1.1.3. The SP or designated personnel shall be available within one (1) hour after notification during normal operating hours to meet with the KO to discuss problem areas.

C-1.3.1.2. Employees

- C-1.3.1.2.1. Prior to the start of the contract there will be a transition period, during which the Service Provider shall assemble a workforce of a sufficient number of personnel possessing the skills, knowledge, and training/certifications to satisfactorily perform the services required by this PRD. To provide for effective communications, personnel shall speak, write, read and understand English. Personnel performing work under this PRD shall remain employees of the Service Provider (or subcontractor).
- C-1.3.1.2.2. The Service Provider shall notify the KO in writing of personnel changes within one week after knowledge of such change.

C-1.3.1.3. Employee Training

- C-1.3.1.3.1. The Service Provider shall be responsible for its personnel attending all new and recurring training to assure that all tasks required by this PRD are performed properly. The Service Provider shall maintain records of all training and ensure they are available for Government review.
- C-1.3.1.3.2. The incumbent Government work force will provide initial Service Provider orientation during the transition period. Service Provider personnel will be permitted to observe the Government operations and other operations deemed necessary by the KO and Service Provider that would enable the Service Provider's personnel to become familiar with their assigned areas of responsibility.
- C-1.3.1.3.3. The Service Provider shall be responsible for all professional development training of its personnel.

C-1.3.1.4. Employee Conduct

- C-1.3.1.4.1. Service Provider personnel working under this contract shall practice high standards of personal hygiene and maintain a clean, neat appearance in keeping with the environment in which the individuals work.
- C-1.3.1.4.2. The Service Provider and its employees shall comply with applicable federal, state, and local laws, as well as mandatory Army and FSH Regulations, to specifically include provisions of the Domestic Violence Misdemeanor Amendment to the Gun Control Act of 1968 (Lautenberg Amendment). The KO may require the Service Provider to remove from the job site any employee working under this contract for reasons of misconduct, breach of security, or if found to be or suspected to be under the influence of alcohol, drugs, or any other incapacitating agent. The Service Provider shall maintain provisions for the immediate removal of employees for misconduct, or other causes prejudicial to the maintenance of health, welfare, morale, or security of Fort Sam Houston and populace thereof, and shall exercise these provisions.
- C-1.3.1.4.3. Service Provider employees shall be subject to removal from the premises upon determination by the KO that such action is in the best interest of the Government. The USAG, FSH Commander has the authority to bar individuals from the installation. Such removal from the premises shall not relieve the Service Provider of the requirement to provide sufficient qualified personnel to perform the services as required by this contract.

C-1.3.1.5. Prohibited Personnel

- C-1.3.1.5.1. Service Provider employees shall not pose an actual or potential threat or risk to the security or mission of USAG, FSH or its supported activities, or to the health and safety of their work forces. The Government has an inherent right under law, practice, and regulation to restrict and control access to its facilities, property, and data, including those that are the subject of this PRD. Access privileges will be tailored to individual Service Provider personnel responsibilities. The KO will be the final authority in determining access privileges. The Government's exercise of its right to grant and revoke access by particular individual(s) to its facilities shall not constitute a breach or change to the contract, regardless of whether said individual(s) are employed by the Service Provider, and regardless of whether said individual(s) are precluded from performing work under the PRD.
- C-1.3.1.5.2. The Service Provider shall not employ any person who is a military member or an employee of the United States Government, even in that person's off-duty status, if the employment of that person would violate Standards of Ethical Conduct for DoD employees. The Service Provider shall not employ any former officer or employee of the United States Government, if such employment would violate the law or the Post-Employment Conflict of Interest Restrictions. References: DOD Directive 5500.7R and 5 CFR Part 2641.

C-1.3.1.6. Employee Identification Cards

- C-1.3.1.6.1. Service Provider personnel shall obtain and carry a Government-provided identification card showing their full name, picture, and Service Provider's legal business name. The Service Provider shall, upon termination of employment or contract, recover employee ID cards and turn in to the KO.

C-1.3.2. Service Provider and Employee Privately Owned Vehicles

C-1.3.2.1. Service Provider and employee privately owned motor vehicles (POV) operated on USAG, FSH and Camp Bullis shall have a valid and current state registration and minimum Texas vehicle insurance coverage. Operation and use of any motor vehicles by Service Provider employees on USAG, FSH and its sub-installations shall be in accordance with Army Regulations. Reference: AR 385-55.

C-1.3.2.2. Service Provider and employee POVs entering USAG, FSH and Camp Bullis in support of this contract require post registration.

C-1.3.3. Security

C-1.3.3.1. Search and Seizure

Service Provider personnel and property shall be subject to search and seizure in accordance with AR 190-22, upon entering or leaving the confines of and while on USAG, FSH and Camp Bullis.

C-1.3.3.2. Personnel and Facility Security Clearances

C-1.3.3.2.1. Service Provider personnel or any representative of the Service Provider entering USAG, FSH and Camp Bullis shall abide by all security regulations and procedures. For new employees hired after the transition period, the Service Provider shall apply for the appropriate Suitability and/or Security Investigation or Security clearance within three (3) workdays after their employment date.

C-1.3.3.2.2. The Service Provider shall submit requests for the appropriate Suitability and/or Security Investigation or Security Clearances for all employees, and receive favorable results of the investigations prior to granting access to any restricted areas, computer systems, Sensitive But Unclassified (SBU), or Defense Classified information. A minimum of six months should be allowed for an investigation to be processed and adjudicated for access to restricted areas, computer systems connected to the USAG, FSH LAN, SBU, or Defense Classified information. Service Provider employees who cannot obtain a favorable security investigation or are denied a required security clearance, or have an existing security clearance revoked for cause, shall not be permitted access to any restricted area, computer system, SBU, or Defense classified information. Reference: AR 380-5, AR 380-19, AR 380-67, DODD 5220.6, and DODD 5220.22-M.

C-1.3.3.2.3. The Service Provider shall ensure all employees meet Suitability and/or Personnel Security standards for the positions to which they are assigned. Reference: AR 380-5, AR 380-19, AR 380-67, DODD 5220.6, and DODD 5220.22-M. The following is a guide for the correct Suitability and/or Security investigations:

NA CI – National Agency Check with Inquires, required for all Federal Civil Service employees for Suitability for Federal employment. Use Standard Form 85 for non-sensitive, no access to computers. Use Standard Form 85P for positions of Trust, access to Automated Data Processing (ADP) ADP-2 or ADP-3, Non-Sensitive and Non-Critical Sensitive duties that do not require access to Defense Classified information.

NACLC – National Agency Check with Local Files and Credit Check, required for all Non-Federal Civil Service contractors. Use Standard Form 86 for all positions that require access to ADP-2 or ADP-3, and positions that require access to Confidential or Secret Defense Classified information.

SSBI – Single Scope Background Investigation, required for all personnel who occupy ADP-1, Critical Sensitive positions, or require access to Top Secret Defense Classified information. Use Standard Form 86.

C-1.3.3.3. Physical Security

C-1.3.3.3.1. The Service Provider shall be responsible for security of all historical properties including archival material, photographs, artifacts, equipment, and other historical items for public display.

C-1.3.3.3.2. The Service Provider shall be responsible for standard metal keys and electromagnetic keycards issued by the Government. The Service Provider shall not duplicate keys or keycards issued by the Government unless authorized by the KO. The Service Provider shall report lost or unauthorized duplication of keys or keycards to the KO within one (1) workday after discovery of occurrence. In the event that keys are lost or duplicated, the Service Provider may be required, upon written direction of the KO, to re-key or replace the affected lock or locks at Service Provider expense. The Government may, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from payments due the Service Provider. The Service Provider shall also reimburse the Government for any Government property lost or stolen as a result of unauthorized key duplication, misplaced key, or loss of key by Service Provider personnel.

C-1.3.3.4. Information Security and Disclosure

C-1.3.3.4.1. Neither the Service Provider nor Service Provider personnel shall disclose or release data or information developed or obtained under performance of this PRD except to authorized Government personnel or upon written approval from the KO or authorized official (e.g. Freedom Of Information Act officer). Disclosure of information to persons not entitled to receive it, or failure by the Service Provider or persons under the Service Provider's control to safeguard any sensitive or classified information in connection with work under this PRD, may subject the Service Provider, Service Provider's agent, or employees to criminal liability. Reference: DODD 5400.7.

C-1.3.4. Safety

C-1.3.4.1. Fire Protection and Occupational Safety

C-1.3.4.1.1. The Service Provider shall comply with prescribed fire protection and accident prevention requirements according to the National Fire Protection Association, the Army Fire Protection and Fire Prevention Program, the Occupational Safety and Health Act (OSHA), the Army Safety Program, USAG, FSH Accident Prevention and Fire Prevention Program. References: NFPA Code 101, 29 CFR 1910, AR 420-90, 29 CFR 1926, AR 385-10, and FSH Regulation 420-5.

C-1.3.4.1.2. Service Provider personnel shall wear safety items required by OSHA during the performance of tasks requiring protective equipment or clothing. No part of the services defined in this PRD will be performed in buildings or surroundings or under working conditions, provided by or under the control or supervision of the Service Provider, which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish the services. Government safety officials, environmental engineers, fire inspectors, and other authorized agents shall be allowed to conduct surveys, studies, and inspections of operations and facilities at all reasonable times. Citations against the Service Provider for noncompliance with OSHA standards are a matter for resolution between the Service Provider and Department of Labor.

C-1.3.4.2. Accident Reporting

In the event of an accident occurring on USAG, FSH, its sub-installations, leased facilities and other off-post sites, while performing work specified in this contract, the Service Provider shall immediately report it to the Director of Public Safety, telephone number 295-7233. An Accident Report shall also be made to the appropriate KO (CDRL A006). Report shall include, but not necessarily be limited to, place, time, extent of damage, injury to personnel, etc. This provision does not and is not intended to compromise any state or local Government requirement for reporting motor vehicle accidents. An accident/incident that results in damage to Government property in excess of \$2,000 shall be reported to the Government on DA Form 285. Reference: AR 385-40.

C-1.3.4.3. Environmental Protection

The Service Provider shall comply with all Federal, state, and local environmental protection laws, regulations and standards. All Notices of Violations (NOVs) issued to the Service Provider will be delivered to the KO within one (1) working day. The Service Provider will indemnify the United States for all fines and directed actions as a result of any violations of a Federal, state, or local environmental protection law, regulation or standard by the Service Provider.

C-1.3.5. Fraud, Waste and Abuse

The Service Provider shall be responsible for maintaining proper conduct and good discipline within Service Provider occupied work areas. Service Provider personnel shall be alert and report to the KO or other competent authority suspected situations of fraud, waste, and abuse, or other intentionally dishonest conduct against the Government observed during or in the performance of this contract.

C-1.3.6. Conservation of Utilities

The Service Provider shall require its employees to manage the use of Government furnished utilities in accordance with Army and USAG, FSH regulations. USAG, FSH has its own utilities conservation program, which directly affects utilities consumption. The Service Provider shall comply with conservation practices implemented under the USAG, FSH utilities conservation program. References: AR 11-27, FSH Regulation 420-1 and FSH Regulation 420-3.

C-1.3.7. Service Provider Furnished Items and Supplies

See Section C-4.

C-1.3.8. Quality Control (QC)

C-1.3.8.1. The Service Provider shall submit a Quality Control Plan, which, upon contract award and approval by the KO, will be incorporated into the contract as a compliance document serving as the basis of the Service Provider's Quality Control Program. In compliance with the contract clause entitled "Inspection of Services", the Service Provider shall provide a Quality Control Plan (CDRL A001) that shall contain the items listed below, and shall become a compliance document subsequent to review and approval by the KO. An updated Quality Control Plan shall be provided to the KO at least five (5) workdays prior to implementation of any changes that are required during the contract period of performance. Reference: FAR 52.246-4.

C-1.3.8.2. As a minimum, the Quality Control Plan shall:

C-1.3.8.2.1. Describe the inspection system covering the services required by this PRD on both a scheduled or unscheduled basis with particular attention to the areas listed in Technical Exhibit 2 – Service Performance Summary.

- C-1.3.8.2.2. Describe a method acceptable to the Government for identifying and preventing deficiencies in the quality of service performed under this PRD before the level of performance becomes unacceptable, and addresses processes for implementing corrective actions.
- C-1.3.8.2.3. Include a customer complaint feedback system for correction of validated complaints and to inform the customer of corrections. Describe how customers or other interested parties may identify problem areas or situations (i.e. contract discrepancy reports) to the Service Provider.
- C-1.3.8.2.4. Describe methods of direct and indirect communications with the Government regarding performance of the contract. Include procedures to explain differences in adjective ratings between the Service Provider's QCP and the Government's Quality Assurance Evaluations.
- C-1.3.8.2.5. Define the inspection records that shall be kept by the Service Provider and made available to the Government throughout the contract performance period and for the period after contract completion until final settlement of claims.
- C-1.3.8.3. The Government's intent to use a Performance-Based contracting approach has significantly reduced the number and depth of predefined Government performance standards in the PRD. Select services for which the Government has identified at least one type of standard that contributes significantly to overall satisfactory performance, and shall be included in the QCP are included in Technical Exhibit 2 but are not limited to those listed. The absence of comprehensive Government standards does not absolve the Service Provider of the overall responsibility to generate high quality products and services according to normal business practices and industry standards, nor does this condition detract from Government enforceability nor limit the rights or remedies of the Government under all provisions of the contract.

C-1.3.9. Government Quality Assurance

- C-1.3.9.1. According to the "Inspection of Services" clause, the Government shall evaluate the Service Provider's overall performance and compliance with the PRD on the basis of those factors, which are under the Service Provider's control. Such factors may include, but are not limited to: conformance to plan of operation; conformance to internal work specifications and timeliness; customer satisfaction; safety practices; and quality of performance (i.e., Service Provider quality control program). Reference: FAR 52.246-4.
- C-1.3.9.2. A Service Performance Summary (SPS) is contained in Technical Exhibit 2 of this PRD. The Service Performance Summaries list only those services for which the Government has identified a performance standard, and further identifies those services to be inspected by the Government according to its Quality Assurance and Surveillance Plan (QASP). For those services listed in the SPS, the KO and Quality Assurance Evaluators (QAEs) will follow the methods of surveillance specified in the SPS and record all surveillance observations. When an observation indicates defective performance, the KO and QAE will require the Service Provider Project Manager or designated representative at the site to initial the observation. The initialing of the observation does not constitute concurrence that performance is defective, only acknowledgment that he or she has been made aware of the KO's and QAE's observation. Performance of a service will be evaluated to determine whether or not it meets the minimum standard listed in the contract. When the performance standard is not met the KO will issue a Contract Discrepancy Report (CDR) to the contractor. The contractor shall respond to the CDR by completing the form and returning it to the KO within 15 calendar days of receipt. The KO may increase the number of inspections because of repeated failures discovered during periodic inspections or because of repeated customer complaints. Likewise, the KO may decrease the number of quality assurance inspections if performance dictates. The

Service Provider and Government shall be jointly responsible for validating customer complaints, however the Government will make the final determination of complaint validity.

C-1.3.10. Hours of Operation and Government Holidays

Normal hours of operation for the USAG, FSH Museum is 7:30 AM to 4:00 PM, Wednesday through Sunday, excluding Government holidays. Normal hours of operation when the museum will be open to the public are 10:00 AM to 4:00PM Wednesday through Sunday. The Service Provider shall be prepared to support requests for museum services or to provide support for special events. The KO must approve any change in hours of operation before implementation. Federal Holidays are listed below. If the holiday falls on a Saturday, it is observed on Friday and if on Sunday, it is observed on Monday. The museum will remain open on Veterans Day and Independence Day (Federal Holidays) when these dates occur during its regularly scheduled days of operation and on Memorial Day. Minimum staffing to operate the museum will be assigned to work on those days.

Holiday	Date
New Year's Day	1st day of January
Martin Luther King's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	4th of July
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veteran's Day	11th of November
Thanksgiving Day	4th Thursday in November
Christmas Day	25th of December
Other holidays as determined by Executive Order	

C-1.3.11. Emergency and Special Events

- C-1.3.11.1. Emergency situations (such as may be caused by weather or responding to alarms) and special event operations (such as VIP visits/tours or social events) may necessitate the Service Provider to operate on an extended schedule (including days or shifts not normally scheduled), curtailed basis, or at a different level of service, or not at all. The Service Provider shall provide that level of service as deemed necessary by the KO.
- C-1.3.11.2. The Service Provider shall establish and maintain a notification system capable of notifying Service Provider key personnel of critical system failures and security alarms during non-duty hours 24 hours per day, 7 day per week. The Service Provider shall respond to all emergency calls as defined in the Service Performance Summary for each particular function.
- C-1.3.11.3. Extreme weather conditions (hurricane, tornado, flooding, snow and ice) may warrant temporary office evacuation or office closure. The Service Provider shall respond to extreme weather conditions according to KO direction and shall inform all employees of these instructions.
- C-1.3.11.4. Fire drills, tornado drills, or other scheduled safety and emergency-training exercises may necessitate the interruption of services. Such interruptions will be considered when assessing Service Provider performance for the affected period.

C-1.3.13. Transition Period

- C-1.3.13.1. During contract transition period, the service provider shall organize, plan, recruit personnel, train, mobilize, develop policies and procedures, and accomplish all actions necessary to commence performance of the services at the start of the basic contract period. The Service Provider shall submit a Transition Period Plan with its proposal that addresses all the aforementioned areas in sufficient details for the Government to determine if the plan satisfactorily meets the requirements of the PRD and solicitation. The Transition Period Plan shall also include a listing of milestones that chronicle the Service Provider's sequence of transition period events. Within 15 calendar days prior to contract transition period start date; the service provider shall provide an updated Transition Period Plan and milestones (CDRL A003).
- C-1.3.13.2. The Service Provider shall submit a weekly Transition Period Report (CDRL A004). The report shall describe the status for all key transition areas, identify significant problems that may cause slippage in the transition period milestone schedule, and corrective actions with revised target completion dates if applicable.
- C-1.3.13.3. The Service Provider shall submit a Right of First Refusal List (CDRL A005) within 30 days after contract performance begins. The list shall contain the names of individuals who are hired prior to the start of the performance period..

C-2. Acronyms and Definitions

C-2.1. Acronyms

AMIS – Army Museum Information System
AMEDD – Army Medical Department
AMEDDC&S – Army Medical Department Center & School
AR – Army Regulation
CDR – Contract Discrepancy Report
CDRL – Contract Data Requirements List
CD-ROM – Compact Disk – Read Only Memory
CFR – Code of Federal Regulations
CIPA – Classified Information Procedures Act
CMH – Center of Military History
CONUS – Continental United States
DA – Department of the Army
DA Pam – Department of the Army Pamphlet
DISCO - Defense Investigative Service Contracting Office
DOD – Department of Defense
DODD – Department of Defense Directive
DODI – Department of Defense Instruction
DSN – Defense Switched Network
FAR – Federal Acquisition Regulation
FM – Field Manual
FSC – Federal Stock Class
GFP – Government Furnished Property
HQDA – Headquarters, Department of the Army
IITS – Installation Information Transfer System
ISDN – Integrated Services Digital Network
JIOC – Joint Information Operations Center
KO – Contracting Officer
LAN – Local Area Network
MACOM – Major Command
MCC – MEDCOM Contracting Center
MEDCOM – Medical Command
N/A – Not Available

NACI – National Agency Check with Inquires
NACLC – National Agency Check with Local Files and Credit Check
NFPA – National Fire Protection Association
NOV – Notice of Violation
OSHA – Occupational Safety and Health Act
POI – Program of Instruction
POV – Privately Owned Vehicle
PRD – Performance Requirements Document
QASP – Quality Assurance Surveillance Plan
QAE – Quality Assurance Evaluator
QC – Quality Control
QCP – Quality Control Plan
SBU – Sensitive But Unclassified
SME – Subject Matter Expert
SP – Service Provider
SPS – Service Performance Summary
SSBI – Single Scope Background Investigation
TM – Technical Manual
USAG, FSH – United States Army Garrison, Fort Sam Houston
VIP – Very Important Person
VTC – Video Teleconference

C-2.2. Definitions

Artifact

Any object that has been designated by appropriate authority as being historically significant because of its association with a person, organization, event, or place, or because it is a representative example of military equipment that has been accessioned into the Army Historical Collection.

Archival Collections

A collection of documents, photographs, maps, publications, and other media

Certification

Received from the Department of the Army, certification shows that a museum meets or exceeds the minimum professional standards for Army museums as prescribed in AR 870-20.

Conservation

Actions devoted to protecting objects to minimize chemical and physical deterioration (preservation); also actions devoted to saving objects for the future by examination and documentation of the object's contents.

Director/Curator

The individual in charge of the Army museum, activity, collection and clearinghouse and responsible for all phases of the operation. The director/curator is normally the artifact responsible officer (ARO) for the historical items and associated items, and supervises one or more other staff members of lesser grade. (The AMC facility manager in the ARO at the clearinghouse.)

Educational Programs

Programs used to instruct or provide information to members of the museum's constituency such as, classroom instruction or living history.

Firearms

Any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive. The frame or receiver of any such weapon, any firearm muffler, firearm silencer, or any destructive device.

Historical Artifact

Any object that has been designated by the Chief of Military History, an installation commander, or the commander of a military organization as being historically significant because of its association with a person, organization, event, or place, or because it is a representative example of military equipment that has been accessioned into the Army Historical Collection. Such objects also may not have been so designated but, because of their age or obvious historical significance, are inherently historical artifacts. Artifacts will cease to perform their original function.

Mission Statement

The document that defines the primary and secondary subject areas or themes to be interpreted by an Army museum.

C-3. Government Furnished Property and Services

C-3.1. Government Furnished Services

Emergency Medical Services

The Government will provide emergency medical care for Service Provider personnel who are injured or become critically ill during performance of work while on Government property. The Service Provider shall reimburse the Government for the cost of medical treatment and patient transportation at current inpatient and outpatient rates. Emergency telephone numbers are 911 for ambulance and emergency assistance, or 916-5500 for ambulance service and 916-4466 for the emergency room.

Security Police Services

The Government will provide the security and police protection of the USAG, FSH to the Service Provider for services performed while on Government property. The emergency number is 911 from any telephone.

C-4. Service Provider Furnished Items and Services

Except for those items or services identified as Government furnished in Section C-3, and Technical Exhibit 2 of this PRD, the Service Provider shall furnish and maintain all other facilities, equipment, vehicles, materials, supplies or services necessary to perform tasks required by this PRD. Service Provider furnished property and services shall be compatible with current Government systems that are required for performance of the contract.

C-4.1. Service Provider Furnished Items and Services

C-4.1.1. Service Provider-Furnished Materials and Supplies

C-4.1.2.1. Residual Supplies

The Government does not anticipate any significant quantity of residual office supplies or other supplies and materials to exist in the incumbent Government organization at the start of the contract period. The Service Provider shall purchase and provide all office supplies needed to perform the services specified in the PRD.

C-4.1.2.2. Supplies and Parts

The Service Provider shall purchase and provide all supplies and parts used in the performance of this PRD. All replacement units, parts, components, and materials supplied by the SP and used in the maintenance and repair of equipment shall be compatible with existing equipment on which it is used. The quality shall be of equal or better quality than original equipment specifications; shall comply with applicable Government, commercial, or industrial standards; shall conform to the PRD specifications; and shall be used in accordance with original design and manufacturer's intent.

C-4.1.2.3. Return of Residual Supplies

The SP shall return to the Government any residual material acquired at Government expense, at the termination or completion of this contract.

C-5. Description of Services

C-5.1. Scope of Work

C-5.1.1 This description of services describes the United States Army Garrison, Fort Sam Houston Museum support services that shall be performed in support of the Government Curator by the Service Provider. The purpose of this Performance Requirements Document (PRD) and the resulting contract is to obtain efficient, cost-effective Museum operation services for all visitors. The quantities of work are listed in Technical Exhibit 5, Annual Workload and Associated Factors.

C-5.1.2 The Service Provider shall perform all operations specified in the PRD beginning on the first day of the base performance period. The Service Provider shall complete all work or requirements that have been started by the Government, but not completed as of the first day of the base performance period.

C-5.2. Summary of Expectations

C-5.2.1 The Chief of Military History (CMH) supervises the Army Museum Certification Program and is accountable for the Army Historical Collection in accordance with the AR 870-20. Artifacts and works of art are hand receipted to Museum Directors who assume responsibility for these items and to preserve and interpret the collection in the interest of history, the U.S. Army, and the American people. The CMH retains the authority to withdraw a museum's status and redistribute the artifacts.

C-5.2.2 The Service Provider shall support the Government Curator's effort to provide, manage and maintain the daily operations of the Fort Sam Houston Museum. The Service Provider shall provide services to the U.S. Army Garrison Ft Sam Houston Commander and staff, tenant organizations, Government agencies, and the general public. The Service Provider shall operate in a manner consistent with maintaining U.S. Army Center of Military History (CMH) museum certification. The Service Provider shall provide advice on matters relating to Army material, culture, and museum operations. The Service Provider shall perform historical research to identify objects, develop the museum story line, and support special projects. The Service Provider shall preserve, register, catalog, and ensure control and accountability for all historical artifacts and art placed in the custody of the FSH Museum as directed by the Curator. The Service Provider shall exhibit and interpret U.S. Army history and accomplishments according to the mission statement from the CMH utilizing museum exhibits, art, and archival collections or other sources in support of museum operations. A consolidated listing of mandatory and advisory documents applicable to this PRD is contained in Section C-6, Publications and Forms.

C-5.2.3 The Service Provider shall be responsible for applying appropriate mandatory and advisory technical standards, resources, and priorities to fulfill service requirements. The Service Provider shall provide historical advice, respond to inquiries, and coordinate publicity. The Service Provider shall provide support for special events, prepare and conduct tours, and provide historical training and education. The Service Provider shall maintain museum exhibits, archival collections, reference materials, and artifacts. The Service Provider shall perform these services in such a manner that shall result in a high level of customer/visitor satisfaction.

C-5.2.4 The Service Provider shall also coordinate with other applicable agencies to the extent necessary to ensure satisfactory performance under this PRD and to affect a smooth hand-off of work to and from other Government or contracted service providers.

C-5.3. Services Performed

C-5.3.1 The Service Provider shall provide historical advice to the Government Curator, respond to inquiries, and coordinate publicity.

- C-5.3.1.1 *The Service Provider shall provide historical advice and respond to historical inquiries.* The Service Provider shall greet all visitors and provide a brief orientation. Upon request, the Service Provider shall answer administrative questions and provide general information to further the visit experience. The Service Provider shall provide historical advice and assistance as necessary. The Service Provider shall conduct research of archival collections and reference material to prepare and deliver responses to customer requests for historical information. Inquiries are generally received from visitors and a response will require less research and preparation than a response to request for advice on historical matters, such as that necessary for memorializing or for preservation. The Service Provider shall develop and maintain new historical programs as warranted by request, mission, or events and submit to the Government for approval prior to implementation.
- C-5.3.1.2 *The Service Provider shall record events for input to the Annual Historical Summary for the installation.* The Service Provider shall review current events, record, and file information to document events to be included in a history of Fort Sam Houston. The Service Provider shall provide input to the Government for the Annual Historical Summary (CDRL A002).
- C-5.3.1.3 *The Service Provider shall develop and update publications.* The Service Provider shall develop, research and write new museum publications and articles in various media in response to requests and requirements from HQDA, MACOM, or other tenant or off-post customers or activities and submit to the Government for approval. The Service Provider shall update and edit museum publications as required to keep information accurate and current. The Service Provider shall be responsible for coordinating the publishing and distribution of publications to include special interest such as "Fort Sam and the Korean War". The Service Provider shall coordinate with appropriate media agents to market museum events and information. (See Technical Exhibit 3 for a listing of Government Furnished Contracts available to support this service.)
- C-5.3.2 The Service Provider shall provide support for special events, prepare and conduct tours, and provide historical training and education.
- C-5.3.2.1 *The Service Provider shall provide museum support for special events.* The Service Provider shall at the discretion of the Government Curator, provide advice, input, and artifacts or develop exhibits or displays for use in special events. The Service Provider shall conduct research and write articles or scripts for publication or use in the event. The Service Provider shall maintain and manage the collection of reproduction period uniforms representing periods of U.S. Army history from 1775 to the present for use in ceremonies and other official functions; shall hand receipt the uniforms as directed by the USAG, FSH tasking authority; and shall clean and repair the items as necessary to maintain them in serviceable condition.
- C-5.3.2.2 *The Service Provider shall provide tours of museum facilities and Fort Sam Houston historical sites.* The Service Provider shall conduct VIP, general audience, student, soldier, and unit tours of museum facilities. The Service Provider shall conduct historical site tours of Fort Sam Houston. Tours conducted for military personnel usually have a directed pitch or training objective, which requires focus on the presentation while those conducted for a general audience are of a more generic nature. Those requesting tours of historic sites and locations outside the museum will be required to provide transportation for the tours.
- C-5.3.2.3 *The Service Provider shall conduct historical training for soldiers as requested by units.* The Service Provider shall identify and prepare history-based training materials for issue to instructors and units. The Service Provider shall conduct lectures and presentations for professional development training of officers and enlisted personnel and provide individualized training as requested and in accordance with a Program of Instruction (POI) provided by the requesting organization.

C-5.3.3 The Service Provider shall assist the Government Curator add, maintain, and upgrade museum exhibits, archival collections, reference materials, and artifacts.

C-5.3.3.1 *The Service Provider shall catalog, store, preserve and maintain artifacts and archival collections.* The Service Provider shall inspect, photograph, catalog, and store new artifacts received. The Service Provider shall inspect, maintain, and repair stored and exhibited artifacts and archival collections in a manner appropriate with the material nature of the item. The Service Provider shall make recommendations to the Government Curator to accept or reject donations of artifacts or other historical materiel to the museum. The Service Provider shall establish a historical property jacket for items accepted. The Service Provider shall document and transfer items to other museums upon approval by the CMH and update the catalog appropriately. The Service Provider shall document the loan or receipt of loaned artifacts. The Service Provider shall conduct inventories of artifacts and firearms in accordance with AR 870-20 and AR 190-11. The Service Provider shall use the Army Museum Information System (AMIS) to electronically catalog artifacts.

C-5.3.3.2 *The Service Provider shall develop, add, maintain, and upgrade exhibits.* The Service Provider shall assess the need to upgrade or add new artifacts to permanent and temporary museum exhibits, re-order exhibits in timeline, and trade out artifacts. The Service Provider shall research, select, develop and provide permanent exhibits in the museum and on a loaned out or traveling basis as approved by the Government Curator. The Service Provider shall perform the necessary research to assist in defining and developing the exhibits and modifying the exhibits and storyline as may be suggested based upon receipt of input from visitors/customers. The Service Provider shall protect artifacts in storage and on exhibit from damage or deterioration and initiate any required maintenance action in a timely manner so as to preserve the artifacts.

C-5.3.3.3 *The Service Provider shall maintain outdoor exhibits.* The Service Provider shall be responsible for upgrading and maintaining exhibit signs, painting static displays, and maintaining walking tours. The Service Provider shall conduct a monthly assessment of outdoor and external exhibits and perform or coordinate repairs as needed. There are currently five such exhibits displaying 22 artifacts.

C-6. Publications and Forms

Publications and Forms that specifically apply to Section C-5 of the PRD are listed below. The publications and forms have been coded as mandatory or advisory. The Service Provider is obligated to follow those publications and use those forms coded as mandatory to the extent specified in other portions of PRD. The Service Provider shall be guided by those publications or use those forms coded advisory to the extent necessary to accomplish requirements in this PRD. The Government will provide all publications and forms listed at the start of the contract. It is the responsibility of the Service Provider to establish follow-on requirements if necessary. Supplements or amendments to listed publications from any organizational level may be issued during the life of the contract.

Table 6-1: Federal Government Documents

Document	Publication Name	Date
None Applicable		

Table 6-2: Department of Defense Documents

Document	Publication Name	Date
DoD 4160-21-M	Defense Reutilization and Disposal Manual	Mandatory
DoD 4160-21-M-1	Defense Demilitarization Manual	Mandatory
DoD 5100.76-M	Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives	Mandatory

Table 6-3: Army Regulations

Document	Publication Name	Date
AR 1-33	Memorial Programs	Dec 81 Mandatory
AR 1-100	Gifts and Donations	Nov 83 Mandatory
AR 25-1	Records Management Program	Feb 01 Mandatory
AR 25-50	Preparing Correspondence	Mar 01 Mandatory
AR 25-400-2	Modern Army Record Keeping System	Oct 00 Mandatory
AR 190-11	Physical Security of Arms, Ammunition, and Explosives	2 Mar 98 Mandatory
AR 190-51	Security of Army Property at Unit and Installation Level	Sep 93 Mandatory
AR 220-10	Preparation of Overseas Movement (POM) of Units	Jan 73 Advisory

Document	Publication Name	Date
AR 385-10	Army Safety Program	Feb 00 Mandatory
AR 700-15	Packaging of Material	Mar 98 Mandatory
AR 700-131	Loan or Lease of Army Property	Sep 96 Mandatory
AR 710-2	Supply Policy Below the Wholesale Level	Oct 97 Mandatory
AR 710 -3	Assets and Transaction Reporting System	Mar 98 Mandatory
AR 735-5	Basic Policies and Procedures for Property Accounting	Jan 98 Mandatory
AR 735-17	Accounting for Library Books	Nov 91 Advisory
AR 840-10	Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates	Nov 98 Mandatory
AR 870-5	Military History: Responsibilities, Policies and Procedures	Jan 99 Mandatory
AR 870-20	Army Museums, Historical Artifacts, and Art	11 Jan 99 Mandatory

Table 6-4: Department of the Army Pamphlets (DA Pam)

Document	Publication Name	Date
DA Pam 740-1	Instructor's Guide for Basic Military Preservation and Packing	Jun 90 Advisory
CMH Pub 70-21	The Staff Ride	1987 Advisory

Table 6-5: Field Manuals (FM)

Document	Publication Name	Date
FM 19-30	Physical Security	Mandatory

Table 6-6: Technical Manuals (TM)

Document	Publication Name	Date
TM 38-230	Preservation, Packaging, and Packing of Military Supplies and Equipment	Advisory

Table 6-8: Commercial and Other Standards

Document	Publication Name	Date
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Document	Publication Name	Date
None Applicable		

Table 6-9: Forms

Document	Publication Name	Date
DD Form 1348-1A	Issue Release/Receipt Document	Jul 91
DA Form 11-2-R	Management Control Evaluation Statement	Jul 94
DA Form 1687	Notice of Delegation of Authority – Receipt for Supplies	Jan 82
DA Form 2062	Hand Receipt/Annex Number	Jan 82
DA Form 2064	Document Register for Supply Actions	Jan 82
DA Form 2609	Historical Property Catalog Card	Oct 82
DA Form 3161	Request for Issue or Turn-in	Dec 00
DA Form 4881-R	Agreement for the Loan of U.S. Army Material	
DA Form 5572-R	Gift Agreement	Sep 98
DA Form 5573-R	Loan Agreement	Sep 98
DA Form 5574-R	Assurance if Compliance	Sep 98
DA Form 5575-R	Loan Agreement (Outgoing)	Sep 98
OGE Form 450	Executive Branch Confidential Financial Disclosure Report	

TECHNICAL EXHIBITS

Technical Exhibits

TECHNICAL EXHIBIT 1 –MUSEUM SUPPORT AGREEMENTS

TECHNICAL EXHIBIT 2 – SERVICE PERFORMANCE SUMMARY (SPS)

TECHNICAL EXHIBIT 3 – GOVERNMENT FURNISHED CONTRACTS

TECHNICAL EXHIBIT 4 – REQUIRED REPORTS

TECHNICAL EXHIBIT 5 – ANNUAL WORKLOAD AND ASSOCIATED FACTORS

Technical Exhibit 1 – Museum Support Agreements

Support Agreement #	Customers
FB3047-00097-015	U.S. Army Garrison, Fort Sam Houston
W45NQP-00214-177	HQ, Fifth U.S. Army
W45NQP-00214-ONP	Test (To Be Determined)
W45NQP-00223-127	Military Entrance Processing Station - San Antonio
W45NQP-00264-517	Document Automation Production Service
W45NQP-00271-316	Naval Reserve Center
W45NQP-00275-103	Corps of Engineers
W45NQP-00275-104	U.S. Army Cadet Command
W45NQP-00275-106	U.S. Army Medical Command
W45NQP-00275-108	U.S. Army Medical Department Center & School
W45NQP-00275-112	U.S. Army MEDCOM Health Care Acquisition Activity
W45NQP-00275-114	U.S. Army Institute of Surgical Research
W45NQP-00275-117	Commander Maneuver Support Center and Command USAR Simulation Activity
W45NQP-00275-133	Army Audit Agency
W45NQP-00275-134	Commander, 116th Military Intelligence Group
W45NQP-00275-143	Camp Stanley Storage Activity
W45NQP-00275-146	U.S. Army Total Personnel Command
W45NQP-00275-502	State of Texas, Texas Natural Resource Conservation Commission
W45NQP-00275-505	Defense Finance and Accounting Service
W45NQP-00275-512	Department of Veterans Affairs
W45NQP-00275-515	Audie Murphy Veterans Hospital (FSH Cemetery)
W45NQP-00275-518	Alamo Community College District
W45NQP-00275-519	San Antonio Credit Union
W45NQP-00275-551	United States Postal Service
W45NQP-00275-553	Federal Aviation Administration
W45NQP-00275-600	37th TRW/XPL Ground Combat Skills
W45NQP-00275-602	12 th FTW
W45NQP-00339-132	Brooke Army Medical Center
W45NQP-01003-102	90th Regional Support Center
W45NQP-01017-509	Army & Air Force Exchange Service
W45NQP-01200-513	Fort Sam Houston Independent School District
W45NQP-01200-523	City of San Antonio
W45NQP-01216-405	4th Recon Bn, Marine Forces Reserve, USMC
W45NQP-100	U.S. Army Element, Hometown News Service
W45NQP-101	U.S. Army Corps of Engineers, Fort Worth District
W45NQP-102	90th Regional Support Center
W45NQP-104	U.S. Army Cadet Command
W45NQP-105	Patient Administration Systems & Bio-statistics Activity (PASBA)
W45NQP-107	Joint Information Operations Center (JIOC)
W45NQP-108	U.S. Army Medical Department Center & School
W45NQP-110	147th Medical Logistics Battalion (Rear)

Support Agreement #	Customers
W45NQP-111	41st Combat Support Hospital
W45NQP-112	U.S. Army MEDCOM Health Care Acquisition Activity
W45NQP-113	75 th Division Training Support (TS)
W45NQP-114	U.S. Army Institute of Surgical Research
W45NQP-118	U.S. Army Test Measurement & Diagnostic Equipment (TMDE) Activity
W45NQP-119	U.S. Army Medical Information Systems Support Activity (USAMISSA)
W45NQP-124	HQ, U.S. Army 5th Recruiting Brigade
W45NQP-125	5th AMEDD Recruiting Detachment
W45NQP-132	Brook Army Medical Center
W45NQP-133	Army Audit Agency
W45NQP-134	CDR, 116 th MI Group
W45NQP-140	Army Frequency Management Office (CONUS)
W45NQP-146	U.S. Army Total Personnel Command
W45NQP-161	San Antonio Recruiting Battalion
W45NQP-162	Houston Recruiting Battalion
W45NQP-172	79th Ordnance Battalion (EOD)
W45NQP-173	797th Ordnance Company
W45NQP-177	HQ, Fifth U.S. Army
W45NQP-197	Defense Language Institute (Army Element)
W45NQP-310	Naval School of Health Sciences
W45NQP-505	Defense Finance and Accounting Service
W45NQP-506	Defense Finance and Accounting Service - SA
W45NQP-507	DoD Area Office Complaint Investigation
W45NQP-508	Defense Security Service
W45NQP-509	Army & Air Force Exchange Service
W45NQP-510	Federal Bureau of Investigation
W45NQP-511	U.S. Customs Service
W45NQP-514	DeCA Fort Sam Houston Commissary
W45NQP-516	South Texas Regional Office, Current US Senator
W45NQP-557	Alamo Heights Police Department
W45NQP-559	Defense Supply Center - Philadelphia
W45NQP-600	37th TRW/XPL Ground Combat Skills
W45NQP-601	Tri-Service Infrastructure Management Program
W45NQP-99263-106	U.S. Army Medical Command
W45NQP-ONPOST	On-Post Customer/Tenant Template Agreement
W8B4A1-99274-001	U.S. Army Garrison, Fort Sam Houston

Technical Exhibit 2 — Service Performance Summary (SPS)

SERVICE PERFORMANCE SUMMARY (SPS) The SPS charts are found at the end of this technical exhibit. The headings are defined as follows:

PRD PARA Lists the specific paragraph in the SPS that the government will surveil. The absence of any contract requirement from the SPS shall not detract from its enforceability or limit the rights or remedies of the government under any other provision of the contract, including the clauses entitled “Inspection of Services” and “Default.”

SERVICE PERFORMED Lists the service to be performed.

PERFORMANCE STANDARD Lists the standard of performance for each specific service.

MAX ERROR RATE Lists the maximum error rate from standard performance for that service that may occur before the government will determine the service to be unacceptable. The lot size is used when random sample is the basis for surveillance. The period of time covered by the inspection is also listed.

SURV METHOD Lists the surveillance methods the government will use to evaluate the service provider’s performance in meeting the contract requirements.

GOVERNMENT QUALITY ASSURANCE Service Provider performance will be compared to the contract standards and performance requirements using the Quality Assurance Surveillance Plan (QASP). This document is for government use only.

- Random sampling of recurring service output items (daily, weekly, monthly, quarterly, semiannually, annually, or as required) as determined necessary to assure a sufficient evaluation of contractor performance.
- 100% inspection of those tasks that occur infrequently and cannot be random sampled because the sample size for a small lot may exceed the lot size. This type of inspection occurs each time a task is performed.
- Periodic surveillance of output items (daily, weekly, monthly, quarterly, semiannually, annually, or as required) as determined necessary to assure a sufficient evaluation of contractor performance.
- Customer complaints.

PERFORMANCE EVALUATION. Performance of a service will be evaluated to determine whether or not it meets the minimum standard listed in the contract. When the performance standard is exceeded, the Contracting Officer (KO) will issue a Contract Discrepancy Report (CDR) to the contractor. The contractor shall respond to the CDR by completing the form and returning it to the KO within 15 calendar days of receipt.

PRD PARA	SERVICE PERFORMED	PERFORMANCE STANDARD	MAX ERROR RATE	SURVEY METHOD
C-1.3.1.2.2	Notify the Contracting Officer of Key Personnel Changes	Provide notification within one week of knowledge of the change.	0 Defects Lot = number of key personnel changes	100% Inspection
C-1.3.9	Provide effective Program Office and On-Site resolution of technical operations rated unsatisfactory by Government quality assurance personnel, KO, or other authorized contract officials.	On-Site management notify the Project Management Office, identify the cause, and initiate action leading to resolution of performance problems indicated by unsatisfactory rating.	3 defects Lot = number of functions rated unsatisfactory/month	100% Inspection
C-1.3.9.3	Provide effective Program Office and On-Site response to formal inquiries and requests by key Government personnel.	Management is responsive to formal inquiries and requests for information and correspondence by the KO and key Government personnel.	10% Lot = number of inquiries and requests/month	Periodic Inspection
C-1.3.10.2.	Government Quality Assurance	Contract Discrepancy Reports are returned within 15 days.	1 defect Lot = number of CDR's a month	100% Inspection (Monthly)
C-5.3.1.1	Provide historical advice and respond to historical inquiries.	Provide accurate and timely responses to customer inquiries within 3 working days of request	10% Lot = Number of customer inquiries per year	Customer Surveys and Complaints
C-5.3.1.2	Record events for input to the Annual Historical Summary for the installation.	Provide input to the Annual Historical Summary by the established suspense date	0% Lot = 1 Historical Summary Report per year	100% Inspection
C-5.3.1.3	Develop and update publications	Publications in various media are accurate, prepared error-free and distributed by the established suspense date	5% Lot = Number of publication update requirements per year.	Periodic Inspection
C-5.3.2.1	Provide museum support for special events.	Provide advice and material artifacts.	5% Lot = Number of requests for support per year	Periodic Inspection
C-5.3.2.2	Provide tours of museum facilities and Fort Sam Houston Historical sites.	Conduct professional and informative tours.	5% Lot = Number of requests for support per year	Periodic Inspection
C-5.3.2.3	Conduct historical training upon request.	Conduct training to achieve stated goals of requesting activity.	5% Lot = Number of requests for support per year	Periodic Inspection
C-5.3.3	Add, maintain, and upgrade museum exhibits, archival collections, reference materials, and artifacts.	Artifacts will be displayed in a suitable manner, maintained while on display or in storage and rotated periodically to preserve the artifacts and refresh displays.	10% Lot = Number of artifacts on display	Periodic Inspection

PRD PARA	SERVICE PERFORMED	PERFORMANCE STANDARD	MAX ERROR RATE	SURVEY METHOD
C-5.3.3.1	Catalog, store, preserve and maintain artifacts and archival collections.	Artifacts are correctly identified Electronic Catalog Cards are properly filled out Accession and catalog records are complete Artifacts and archival items are properly stored	1% 1% 0% 0% Lot = Number of artifacts acquired per year	Random Sample
C-5.3.3.1	Catalog, store, preserve and maintain artifacts and archival collections.	Conduct monthly 5% inventory of artifacts.	0% Lot = Total artifacts to be inventoried.	Random Sample
C-5.3.3.1	Catalog, store, preserve and maintain artifacts and archival collections.	Conduct 100% inventory of artifacts every two years in accordance with AR 870-20.	0% Lot = Total artifacts to be inventoried.	100% Inspection
C-5.3.3.1	Catalog, store, preserve and maintain artifacts and archival collections.	Conduct weekly 100% inventory of firearms in accordance with AR 190-11.	0% Lot = Total firearms to be inventoried.	Random Sample
C-5.3.3.1	Catalog, store, preserve and maintain artifacts and archival collections.	Oversee semi-annual 100% inventory of firearms by disinterested party in accordance with AR 190-11.	0% Lot = Total firearms to be inventoried.	Random Sample
C-5.3.3.1	Catalog, store, preserve and maintain artifacts and archival collections.	Electronic catalog records for all donated items transmitted to CMH within 30 days of acceptance.	0% Lot = Number of donated items.	Random Sample
C-5.3.3.2	Develop, add, maintain and upgrade exhibits.	Exhibits conform to Mission Statement & Story Line Artifacts on exhibit are protected from damage and deterioration Exhibit copy and labels are accurate and free from typographical errors Maintenance begins within one working day of detection of a problem/flip.	0% 0% 1% 5% Lot=Number of exhibits added, maintained or upgraded.	Periodic Inspection
C-5.3.3.3	Maintain outdoor exhibits.	Exhibits signage and labeling is correct Artifacts are correctly painted and marked Artifacts suffer no unnecessary deterioration from the exposure to the elements	0% 0% 5% Lot = Number of exterior exhibits	Periodic Inspection
Technical Exhibit 6	Prepare and submit reports, plans, or other documents as defined by CDRL.	Reports, plans, and documents submitted IAW with the requirements of DD Form 1423 and associated data item description.	0 Defect Lot = Number of Deliverables/ Month	100% Inspection

Technical Exhibit 3 — Government Furnished Contracts

Contract Number	Service Provider	Service Description	Comments
Purchase Order	Certified Folder Display Service, Inc.	Distribution of Museum Publications	PRD ref C-5.3.1.3

Technical Exhibit 4 — Required Reports

Instructions to the Service Provider concerning each report listed below are provided on the following pages.

PRD REF	CDRL #	DESCRIPTION OF REPORT
C-1.3.9.1	CDRL A001	Quality Control Plan
C-5.3.1.2	CDRL A002	Input to the Annual Historical Summary
C-1.3.13.1	CDRL A003	Transition Period Plan
C-1.3.13.2	CDRL A004	Transition Period Report
C-1.3.13.3	CDRL A005	Right of First Refusal List

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A001
2. Title or Description of Data: Quality Control Plan
3. Authority: N/A
4. Contract Reference: C.1.3.9.1.
5. Technical Office: MEDCOM Contracting Center/MCC
6. Frequency: One Time
7. As of Date: TBD
8. Date of 1st Submission: Shall be submitted with proposal.
9. Date of Subsequent Submissions: Revision due within 5 workdays prior to change.
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 signed original, 4 copies
11. Remarks: None
12. Application: To provide an in depth overview of Service Provider's Quality Control Plan.
13. Preparation Instructions: See PRD section C.1.3.9.1. Format is at the Service Provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A002
2. Title or Description of Data: Annual Historical Summary
3. Authority: DO-MISC-80508
4. Contract Reference: C.5.3.1.2.
5. Technical Office: MEDCOM Contracting Center/MCC
6. Frequency: Annually
7. As of Date: TBD
8. Date of 1st Submission: Input shall be submitted 10 working days prior to Government suspense date.
9. Date of Subsequent Submissions: 10 working days prior to Government suspense date.
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 signed original, 1 copy

11. Remarks: None
12. Application: For use with solicitation.
13. Preparation Instructions:
 - a. The text review shall be prepared IAW guidelines established in AR 870-5 and submitted on 3½ inch HD IBM compatible magnetic diskette in Microsoft Word for Windows version 6.0 or higher. Photos, maps, and other enclosures shall be submitted in hard copy.
 - b. Approved for public release, distribution is unlimited.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A003
2. Title or Description of Data: Transition Period Plan
3. Authority: N/A
4. Contract Reference: C.1.3.14.1.
5. Technical Office: MEDCOM Contracting Center/MCC
6. Frequency: One Time
7. As of Date: TBD
8. Date of 1st Submission: Initial plan submitted with the proposal.
9. Date of Subsequent Submissions: Updated plan received within 15-calendar days prior to Transition Period.
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 signed original, 1 copy
11. Remarks: None
12. Application: To provide clear, detailed, logical and realistic approaches to organizing, planning, recruiting, training personnel, mobilizing, developing policies and procedures.
13. Preparation Instructions: See PRD section C.1.3.14.1. Format is at the service provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A004
2. Title or Description of Data: Transition Period Report
3. Authority: N/A
4. Contract Reference: C-1.3.14.2.
5. Technical Office: MEDCOM Contracting Center/MCC
6. Frequency: Weekly
7. As of Date: TBD
8. Date of 1st Submission: Report submitted weekly.
9. Date of Subsequent Submissions: Report submitted weekly.
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 signed original, 2 copies

11. Remarks: Report requirement will terminate at the end of the Transition Period, actual date TBD.
12. Application: To provide clear, detailed, logical and realistic information on the transition process.
13. Preparation Instructions: See PRD section C-1.3.14.2. Format is at the service provider's discretion.

CONTRACT DATA REQUIREMENTS LIST

1. Sequence Number: CDRL A005
2. Title or Description of Data: Right of First Refusal
3. Authority: N/A
4. Contract Reference: C-1.3.14.3.
5. Technical Office: MEDCOM Contracting Center/MCC
6. Frequency: One Time
7. As of Date: TBD
8. Date of 1st Submission: Shall be submitted within 120 days after contract start date.
9. Date of Subsequent Submissions: N/A.
10. Distribution, Addresses and Number of Originals/Copies: See 13 below.

Contracting Officer – 1 signed original, 4 copies
11. Remarks: N/A
12. Application: To provide the names of individuals identified on the Government list who are hired within the contract transition period.
13. Preparation Instructions: See PRD section C-1.3.14.3. Format is at the Service Provider's discretion.

Technical Exhibit 5 — Annual Workload and Associated Factors

Table 7-1 lists the PRD services showing the FY01 actual quantities of work output, subject to variations. If, at the end of the basic and each option period, the total actual workload for each subparagraph, considering complexity, difficulty, and cost of the various outputs below, varies above or below fifteen (15) percent from the total yearly contract workload, negotiations for an equitable price adjustment may be initiated by either party. The increases or decreases in cost shall be based on the net of all increases or decreases in changes to the workload for all sections. The yearly adjustment to the contract cost shall be made based only on the subparagraph(s) of the total contract whose workload increases *or* decreases in excess of fifteen (15) percent.

Table 7-1: Annual Work Counts

PRD Number	Work Count Title	FY01 Actual
C-5.3.1.1	Respond to Historical Inquiries	1,813
C-5.3.1.1	Receive Museum Visitors	16,863
C-5.3.1.1	Provide Historical Advice	11
C-5.3.1.1	Develop New Programs	3
C-5.3.1.2	Provide Input to the Annual Historical Summary	1
C-5.3.1.3	Update Publications	5
C-5.3.1.3	Coordinate Publicity	33
C-5.3.1.3	Write New Publications	5
C-5.3.2.1	Provide Museum Support for Special Events	11
C-5.3.2.1	Issue Period Uniforms for Ceremonies	116
C-5.3.2.2	Conduct VIP Tours	17
C-5.3.2.2	Conduct General Audience Tours	53
C-5.3.2.2	Conduct Student Tours (Patch Scavenger Hunt)	38
C-5.3.2.2	Conduct Soldier & Unit Tours	9
C-5.3.2.2	Conduct FSH Historical Site Tours	18
C-5.3.2.3	Conduct Historical Training	7
C-5.3.2.3	Prepare Historical Training Materials	1
C-5.3.3.1	Inspect, Repair, Store & Maintain Artifacts & Archival Collections	See Below
	Cataloged Artifacts in Collection	5,835
	Non-Cataloged Artifacts in Collection	463
C-5.3.3.1	Add New Items to Collection	379
C-5.3.3.1	Transfer Artifacts to Other Museums	68
C-5.3.3.1	Loan Artifacts to Museum	17
C-5.3.3.1	Conduct Monthly Inventory (5% of Artifacts)	12
C-5.3.3.1	Conduct Biennial Inventory (100% of Artifacts will be inventoried over each 2 year period)	0.5
C-5.3.3.1	Conduct Daily Visual Inspection of Small Arms	252*
C-5.3.3.1	Conduct Monthly Small Arms Serial Number Inventory	12

PRD Number	Work Count Title	FY01 Actual
C-5.3.3.1	Oversee Semi-Annual Small Arms Inventory by Disinterested Party	2
C-5.3.3.2	Develop, Add, Maintain, & Upgrade Exhibits	14
C-5.3.3.2	Populate & Loan Out Temporary or Traveling Exhibits	5
C-5.3.3.3	Maintain Outdoor Exhibits	5
C-5.3.3.3	Assess Outdoor/External Exhibits	12

* The “252” and “365” pertains to the annual number of workdays during which support is provided. However, this daily workload may be accomplished by less than one, one or more than one FTE(s).

Table 7-2 is provided to display the magnitude of the collection of artifacts and does not represent workload.

Table 7-2: Magnitude of Collection Data

PRD Number	Description of clarifying information	Total Number in Collection
C-5.3.3.1	Linear feet of archival materials	109
C-5.3.3.1	Microforms	9,629
C-5.3.3.1	Linear feet of photographic negatives	31
C-5.3.3.1	Linear feet of reference books	225
C-5.3.3.2	Number of Permanent Exhibits	32
C-5.3.3.2	Linear Feet of Permanent Exhibits	428
C-5.3.3.2	Number of Temporary Exhibits	14
C-5.3.3.2	Linear Feet of Temporary Exhibits	102

Table 7-3 contains historical information regarding official Government travel necessary to fulfill services specified in Section C-5 of the PRD.

Table 7-3: Annual Travel

PRD Number	Destination & Purpose	No. Days per Trip	FY 01 Trips	No. Travelers
	None.			